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Health Services

**AEROMEDICAL EVACUATION OPERATIONS
OFFICER (AEEO) TRAINING STANDARDS**

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This publication establishes, defines, and implements Aeromedical Evacuation Operations Officer (AEEO) specialized training requirements. It outlines the major areas of concern and provides a constant process for monitoring training and operations currency. It also identifies education and training programs to keep each AEEO current. This handbook is intended to be used jointly by the AEEO instructors and trainee. It applies to the training of all AEEOs regardless of unit assigned aircraft. AEEO instructors will use AF Form 3828, **Aeromedical Evacuation Operations Officer Training Record**, as an initial training checklist and annual review. Send comments and suggested improvements to this publication on AF Form 847, **Recommendation for Change of Publication**, through channels, to HQ AMC/SGX, 502 Scott Drive, Room 226, Scott AFB IL 62225-5319.

1. General. This training program is for all Medical Service Corps (MSC) officers, and other Air Force Specialty Codes (AFSC) as directed by the Unit Commander, assigned to Aeromedical Evacuation (AE) units. Each unit Director of Operations (or equivalent) is responsible for developing and executing training programs for unit assigned AEEOs as well as assigning, in writing, individuals(s) to act as AEEO instructor(s). The Director of Operations (or equivalent) will also work with the unit's aircrew training office to assure AEEO's receive proper training on mission-design-series aircraft. AF Form 3828 will be used to document training.

2. Responsibilities. The AEEO will act as a liaison between the medical crew and the ground support facilities. This will permit the medical crew to concentrate on preparing the aircraft for the mission. To properly accomplish this the AEEO will need to know the different aircraft, potential problems associated with AE missions, and what is required to successfully launch and recover a mission. Therefore, the AEEO will:

- Make frequent liaison visits, as required and deemed necessary by the unit commander, to Medical Treatment Facilities (MTF) and Aeromedical Staging Squadrons (ASTS) within their assigned areas for the purpose of coordinating matters pertaining to the movement of patients from the facilities by aircraft.

- Provide information to medical facilities regarding schedules, itineraries, Remain Over Night (RON's), flight insurance, conduct and dress aboard aircraft, and other pertinent data to assist in briefing patients scheduled for AE.
- Work closely with the Medical Crew Director (MCD) to:
 - Coordinate the arrival and departure of ambulances, am-buses, or other forms of transportation used by the patients to arrive/depart the aircraft.
 - Coordinate with maintenance personnel on the status of the aircraft and the potential for mission delays.
 - Coordinate with passenger service, if applicable, to assure passengers arrive at the aircraft in a timely manner.
 - Coordinate with the fire department, if required, to assure they have been notified and are in place.
 - Coordinate with fleet services to assure the aircraft rest rooms are clean and serviceable.
- Participate in AE flights, as determined by the unit commander, to observe in-flight patient care procedures and patient ground handling procedures at onload and offload station; and developing or improving AE procedures and equipment.

NOTE:

Although AEEO's no longer collect Hazardous Duty Incentive Pay (HDIP) or log flying hours, they are encouraged to fly at least once every 90 days to maintain a better understanding of how the AE system operates. See AFI 11-401, *Flight Management*, paragraph 2.11., for further guidance.

3. Training Enrollment Requirements. The AE unit Commander will assure all assigned MSC officers, and other AFSC as directed by the Commander, are enrolled in a unit level AEEO Training Program. Active duty personnel assigned as AEEO's will be enrolled within 45 calendar days of their arrival at the unit. Air National Guard (ANG) and Air Force Reserve (AFRES) personnel within six (6) months of their arrival at the unit.

4. Minimum Training Requirements. Using the AF Form 3828 as the training guide, the Director of Operations (or equivalent) establishes and maintains a training folder on each AEEO assigned. Once training has begun it must be completed within three (3) months for active duty personnel and six (6) months for ANG and AFRES personnel. The unit commander may grant, in writing, an extension to this training requirement based on individual and unit circumstances. The length of the extension will be at the discretion of the unit commander but may not exceed three (3) additional months for active duty personnel or six (6) additional months for ANG and AFRES personnel.

5. AF Form 3828, Aeromedical Evacuation Operations Officer Training Record. The AEEO candidate will be trained on all items contained on the AF Form 3828 to be considered certified and mission ready to operate as an AEEO. (**NOTE:** Those AEEO's who do not participate in AE flights, as referenced in the last bullet of paragraph 2, will have sections 1 through 4, and those items in the remaining sections which reference flying training requirements, marked N/A [Not Applicable].) Training in sections 1 through 7 will be accomplished with the assistance of either an Instructor Flight Nurse (IFN), Instructor Aeromedical Evacuation Technician (IAET) or AEEO instructor. Sections 8 through 13 will

be accomplished with the assistance of the AEOO instructor. Section 13 will be used to identify unit specific needs as determined by the Unit Commander or AE Director of Operations.

5.1. Section 1. **Ground Egress.** Initial ground egress will be accomplished with an IFN or an IAET. Instruction should include the following areas:

- Fire Extinguishers.
- Emergency exits.
- Emergency lighting.
- First aid/survival kits.
- Portable oxygen.
- Survival Equipment.
- Crash/Fire ax.
- Smoke mask.
- Life support.

5.2. Section 2. **Emergency Procedures.** Using the Flight Crew Check List, the following areas will be covered with an IFN or IAET:

- Rapid decompression/emergency descent.
- Crash landing.
- Ditching procedures.
- Ground egress.
- Smoke/fumes/fire in aircraft.
- Anti-hijacking procedures.
- Hypoxia symptoms.

5.3. Section 3. **Mission Preparation Duties.** An IFN, IAET, or AEOO instructor will illustrate to the AEOO how to:

- Read and annotate the Flight Crew Information File (FCIF).
- Check personal flying gear.
- Attend pre-flight briefings.
- Participate in aeromedical evacuation (AE) crew briefings.
- Check seat release.
- Inspect aircraft and aircraft AE equipment prior to AE crew arrival.
- Check survival/life support equipment.
- Aircraft maintenance discrepancies.
- Report discrepancies to flight crew for annotation on AFTO Form 781A, **Maintenance Discrepancy and Work Document.**
- Notify aircraft flight mechanic or loadmaster as appropriate.
- Coordinate ground activities at airfield to include:
- Fire Department support.

- Passenger and cargo loading/unloading.
- Check AE configuration requirements.
- Check DD Forms 601, **Patient Evacuation Manifest**, and 602, **Patient Evacuation Tag**, to ensure completeness and ensure discrepancies on the manifest are resolved.
- Assist with enplaning/deplaning patients.
- Serves to monitor aircraft access control point.
- Ensuring proper safety procedures are maintained.
- Cabin secure procedures.
- Conduct safety check prior to aircraft taxi.

5.4. Section 4. **Mission Support Duties.** Although it is no longer mandatory for AEEO's to participate in flying duties, AEEO's assigned to units which use the provisions of AFI 11-401, para 2.11. to issue aeronautical orders should be familiar with the information contained in this section so they may be of assistance to the AE crew if needed:

- Augment AE crew during mission emergencies to include:
- Assist with maintaining cabin coverage.
- Assist as liaison between the AE crew and flight crew.
- Act as spotter during engine running onloads (ERO).
- Act as liaison support at enroute and destination airfields to include:
- Coordinating ground services.
- Coordinating crew recovery activities.
- Coordinate with home station AECC.
- Assist in overall patient comfort and safety as directed by the MCD.
- Coordinate and assist patient enplaning/deplaning.
- Document all maintenance, safety, and training discrepancies.

5.5. Section 5. **Mission Termination Duties.** An IFN or IAET will cover with the AEEO how to:

- Coordinate ground ambulance and fire department support for patient offload.
- Assist in deplaning patients and passengers ensuring proper safety procedures are maintained.
- Assist with removal of medical supplies, equipment, and patient baggage.
- Coordinate storage for AE equipment and supplies.
- Coordinate scheduled and unscheduled remain over night (RON) stops.
- Coordinate ground transportation and billeting for AE crews.
- Coordinate crew alert times.
- Report any discrepancies found onboard the aircraft on Air Force Technical Order (AFTO) Form 781A, **Maintenance Discrepancy and Work Document**.
- Insure aircraft cleanliness.
- Complete AE mission documentation.

5.6. Section 6. **Ground Task Certification Training (TQT).** Following the procedures outlined in Air Force Instruction (AFI) 41-106, *Medical Readiness Planning and Operations*, and this section of AF Form 3828, the AEOO will demonstrate to an IFN or IAET how to onload/offload supplies and equipment from a vehicle to either a holding area or directly onto an aircraft. The AEOO will also perform pre-flight activities as outlined in Section 3.

5.7. Section 7. **General.** The AEOO should be able to demonstrate to an IFN, IAET, or AEOO instructor a working knowledge and understanding of:

- Familiarity with AE regulations.
- Documenting flying time on the AFTO Form 781, **AFORM Aircrew/Mission Flight**.
- Immigration and customs regulations and forms.
- Crew rest and crew duty time requirements.
- Applicable Major Command (MAJCOM) Series publications for unit assigned aircraft.
- Air Force Handbook (AFH) 41-308, *Aeromedical Evacuation Crew Member Training Standards*.
- Government vehicle license and proper flight line training procedures.
- Air Force Operations Resource Management System (AFORMS).
- Required immunizations.

5.8. Section 8. **Mission Manifest/Office Administration Training.** The AEOO should be able to evaluate the AE system for overall effectiveness and efficiency; develop techniques and procedures which will result in improved patient routing, scheduling, handling, safety; and ensure continued improvement and forward progress of the AE system. The AEOO will demonstrate to an AEOO instructor how to complete the following forms:

- AF Form 3829, **Summary of Patients Evacuated by Air**
- AF Form 3830, **Patient Manifest**
- AF Form 3835, **Aeromedical Mission Management--Part I**
- AF Form 3836, **Aeromedical Mission Management--Part II**
- AF Form 3852, **Aeromedical Mission Evaluation**
- AF Form 3853, **Tactical Aeromedical Evacuation Mission Message**
- AF Form 3893, **C-141 AE Mission Preparation Checklist**
- Aircraft configurations
- DD Form 601, **Patient Evacuation Manifest**
- DD Form 602, **Patient Evacuation Tag**
- AF Form 3899, **Aeromedical Evacuation Patient Record**
- DD Form 1380, **US Field Medical Card**

5.9. Section 9. **AECC Training.** The AEOO instructor will instruct the AEOO on procedures for:

- Mission planning (Urgent, priority, and routine movements).
- Obtaining airlift resources.
- Communications Systems.

- Mission tracking.
- Quality control of mission folders and documentation.
- Patient regulating.
- Computer systems.

5.10. Section 10. **Launch and Recovery Procedures.** The AEOO will demonstrate to the AEOO instructor that they are familiar with the launch and recovery procedures of traditional and opportune aircraft used for AE. The AEOO will coordinate enplaning/deplaning of patients and equipment for AE missions.

5.11. Section 11. **Operational Support Flyer Briefing.** The AEOO instructor will illustrate:

- How to complete the AF Form 3852, **Aeromedical Mission Evaluation.**
- The currency requirements as outlined in MCI 10-202, Vol 9, *Aeromedical Evacuation Training and Education.*
- Required flying equipment.

5.12. Section 12. **Knowledge of Publications.** The AEOO will demonstrate to the AEOO instructor they have a working knowledge and understanding of, and can perform assigned tasks from, the information contained in:

- AFI 10-402, *Mobilization Planning*
- AFI 10-403, *Deployment Planning*
- AFI 41-106, *Medical Readiness Planning and Training*
- AFI 41-301, *Worldwide Aeromedical Evacuation*
- AFI 41-302, *Aeromedical Evacuation Operations and Management*
- AFH 41-312, *Aeromedical Evacuation Contingency Operations Training (AECOT) Standards*
- AFJH 41-313, *Aeromedical Evacuation Documentation*
- MCI 10-202, Vol 9, *Aeromedical Evacuation Training and Education*
- DoDR 4515.13R, *Air Transportation Eligibility*
- Applicable MAJCOM Series Publications

5.13. Section 13. **Unit Specific Training Requirements.** Additional training required to meet unit specific needs, as determined by the Unit Commander or AE Director of Operations (or equivalent), may be placed into this section.

6. Training Certification. The AE Director of Operations (or equivalent) will review and certify completion and mission readiness of all AEOO training on AF Form 3828.

7. Periodic Evaluation. Each AEOO will have a periodic evaluation no less than once in a 17 month period after certification of completion of initial training by the AE Director of Operations (or equivalent). Periodic refresher training can be done by the reviewing official immediately or a short time after the evaluation. Refresher training will be annotated on an additional AF Form 3828 and kept in the AEOO's training folder.

8. Aeromedical Evacuation Contingency Operations Training (AECOT). Each AEOO should be enrolled in AECOT training within 60 days of assignment to a unit or within 30 days of completion of initial AEOO training. This training will be Unit Type Code (UTC) specific, i.e. Advance Echelon (ADVON), Aeromedical Evacuation Coordination Center (AECC), Aeromedical Evacuation Liaison Team (AELT), Mobile Aeromedical Staging Facility (MASF), Aeromedical Evacuation Crew Management Cell (AECMC), and Aeromedical Evacuation Operations Team (AEOT), for the UTC the AEOO is initially assigned to. Training for other than initial UTC assignments, will begin at unit discretion or when re-assignment to another UTC occurs. Training should be completed within six (6) months of assignment to the unit. Refer to AFH 41-312 for specific training requirements.

9. Terms. For a complete list of terms, refer to Air Force Directory (AFDIR) 41-317, *Compendium of Aeromedical Evacuation Terminology*.

EDGAR R. ANDERSON, JR., Lt General, USAF, MC
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Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

AFI 10-402, *Mobilization Planning*

AFI 10-403, *Deployment Planning*

AFPD 11-3, *Life Support*

AFI 32-4001, *Planning and Operations*

AFI 41-106, *Medical Readiness Planning and Training*

AFI 41-301, *Worldwide Aeromedical Evacuation System*

AFI 41-302, *Aeromedical Evacuation Operations and Management*

AFH 41-308, *Aeromedical Evacuation Crew Member Training Standards*

AFH 41-309, *Aeromedical Evacuation Equipment Training Standards*

AFH 41-312, *Aeromedical Evacuation Contingency Operations Training (AECOT) Standards*

AFJH 41-313, *Aeromedical Evacuation Documentation*

AFDIR 41-317, *Compendium of Aeromedical Evacuation Terminology*

MCI 10-202, Vol 9, *Aeromedical Evacuation Education and Training*

Abbreviations and Acronyms

ADVON—Advance Echelon

AE—Aeromedical Evacuation

AECC—Aeromedical Evacuation Coordination Center

AECMC—Aeromedical Evacuation Crew Member

AECOT—Aeromedical Evacuation Contingency Operations Training

AELT—Aeromedical Evacuation Liaison Team

AEOO—Aeromedical Evacuation Operations Officer

AEOT—Aeromedical Evacuation Operations Team

AF—Air Force

AFH—Air Force Handbook

AFI—Air Force Instruction

AFJH—Air Force Joint Handbook

AFJI—Air Force Joint Instruction

AFORMS—Air Force Operations Resource Management System

AFPD—Air Force Policy Directive
AFR—Air Force Regulation
AFSC—Air Force Specialty Code
AFTO—Air Force Technical Order
DD—Department of Defense (for forms)
ERO—Engines Running Onload/Offload
FCIF—Flight Crew Information File
IAET—Instructor Aeromedical Evacuation Technician
IFN—Instructor Flight Nurse
MAJCOM—Major Command
MASF—Mobile Aeromedical Staging Facility
MCD—Medical Crew Director
RON—Remain Over Night
TQT—Task Qualification Training
UTC—Unit Type Code